

# Upper Cumberland Human Resource Agency

## Job Description

### CASA Program Coordinator

<b>Classification:</b>	Non-Exempt
<b>Department:</b>	Employment and Training
<b>Reports to:</b>	Career Center Coordinator and/or CASA Program Manager
<b>Salary Grade:</b>	HR2 \$9.00 ( <i>Salary may be less than minimum amount listed dependent upon financial restraints of the agency.</i> )
<b>Job Group:</b>	2
<b>Census Code:</b>	0650
<b>2010 SOC Code:</b>	13-1151
<b>Employment:</b>	At Will

#### **POSITION SUMMARY**

Works with the CASA Program Director , the courts, court officials, attorneys, DCS and the community in establishing the CASA program. To recruit and train community volunteers to be a voice for the children who are in the Juvenile Court system. To keep accurate records of all volunteers and children to enable the Program Manager to make accurate reports to grant funders and National CASA.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Assures screening procedures are completed on each volunteer. This will consist of an application, an interview, three letters of reference and a background check.
- Keep training manuals and training materials updated in consultation with the Program Director. This updated material should consist of any and all law changes that will affect the role of CASA volunteers or their job performance.
- Monitor or conduct all training classes and in-services in consultation with the Program Director. This is to include any training with guest speakers. It is the responsibility of the Program Coordinator to ensure that all guest speakers know the mission and the boundaries of the CASA volunteer.
- Offers ongoing support and supervision to the CASA volunteer in all aspects of their case.
- Data entry: It is the responsibility of the coordinator to enter all data concerning the volunteers, case loads, and volunteer activity for the purpose of generating reports.
- The Program Coordinator is responsible along with the Program Director to raise the funds for the operation of the CASA program. This will be fundraising events, grant writing and other activities that will help in the support of the CASA program.
- The Program Coordinator is responsible along with the Program Director to raise the awareness of the CASA Mission and Goals in the community. This is done through speaking engagements and community events.
- Other duties as assigned.

#### **SKILLS/QUALIFICATIONS**

- High school diploma.
- Answering and directing in-coming and out-going calls for the CASA program..
- Responding in a timely manner and politely to inquiries from the public, staff, and the contractors as well as knowing when to transfer customers to other sources.
- Maintaining the CASA office in a secure manner, i.e., identifying and directing customers through the office and knowing the staff locations and visitors within the facility and/or remote sites at all times.
- Expert communication skills.
- Proficient in independent project management as related to office operations.

# Upper Cumberland Human Resource Agency

## Job Description

### **ESSENTIAL FUNCTIONS**

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.

### **Americans with Disability Specifications**

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

#### **General Sign Off:**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_